

Weather delay — records checklist

Fill in your contract's notice period: _____ days from the event, to: _____ by: ☐ email ☐ letter ☐ portal

Every day it happens

- ☐ Conditions with a named source (weather station / gauge) and times
- ☐ Each activity stopped or slowed, the technical reason it could not proceed, start and end times
- ☐ Crews idled or reassigned: trade, headcount, hours
- ☐ Equipment idled: machine, hours, rented or owned
- ☐ What was planned today and is now displaced (note if critical)
- ☐ Photos with time: site conditions, gauges, empty work fronts
- ☐ Mitigation taken (moved indoors, resequenced, pumps, tarps, heaters)
- ☐ Report signed and timed before leaving site

The day after, until normal

- ☐ Ground, access and temporary-works condition, with the time work resumed
- ☐ Continued idle time and displaced activities
- ☐ Photos of recovery (pumping, drying, repairs)

Within the notice period

- ☐ Written notice sent per contract, citing clause and daily report numbers
- ☐ Running tally of lost days against any contractual allowance for the month
- ☐ Owner acknowledgement requested / received

At the end of the event

- ☐ Particulars: total lost days, critical activities affected, revised programme
- ☐ Cost record (only where the contract allows recovery)
- ☐ All daily reports for the period exported and filed together